

ADULT 101: FINANCIAL SAVVY

BUDGETING: MAKING PLANS TO STAY AHEAD



OVERVIEW: For this activity, attendees will be introduced to creating and living on a budget in the “real world.” Teens will get a feel for money management and how to avoid budgeting pitfalls.

OPTIONAL PROGRAM TITLES AND PROGRAM DESCRIPTIONS:

Budget? What Budget?

Learn what budgets are, how they work and how to manage financial future! Stop by the library to learn more!

Back to the Basics on Budgets

Want to effectively spend and track where your money comes from and where it goes? Want to learn how to make your budget budge for you? Stop by the library for this program featuring



This program will encourage teens to prepare for adulthood and entry into the workforce by exposing teens to the basics of a budget and how to effectively manage their personal finances. This is an important point that should be emphasized throughout the program by the Teen Librarian.

mock challenges for hands-on budget learning.

PREP TIME: 5 – 10 minutes

PROGRAM TIME: 30 – 45 minutes

CLEAN-UP TIME: 5 – 10 minutes

STAFF REQUIRED: 1 librarian for groups of 15 or less, add additional staff as necessary

MATERIALS IN THE PIAB

- PIAB Instructions (includes Budget Options Worksheet, Monthly Worksheets, and Banker’s Instructions)
- Pencils and erasers
- Calculators
- Incentives/giveaways for teens (may be requested from Teen Services)

ADDITIONAL SUPPLIES (NOT PROVIDED IN PIAB):

- Laptop (if available – laptops may be requested from Teen Services or your Regional Office)
- Projector (may be requested from Teen Services or your Regional Office)

PROGRAM INSTRUCTIONS

1. Begin by having teens complete the Adult 101 Pre-program Survey to fill out.
 2. *Explain to your teens the purpose of this program is to learn to be financially savvy by creating and following a budget.*
 3. **Icebreaker** (approximately 5 - 10 minutes)
Discuss the importance of budgeting your money and get a feel for how familiar the participants are with creating and living on a budget. Booktalk some of the nonfiction titles included in this PIAB and/or introduce teens to the online resources mentioned.
 4. **Be sure to share the suggested titles** with the teens and make connections between the resource material and preparation for adulthood. For example, note the book *Paying for College: Practical, Creative Strategies* by Barbara Gottfried Hollander dealing with methods for financing a college education.
1. **Activity Preparation**
Make copies of worksheets and Banker's Instructions for teens.
 2. **Activity**
 - A. Each person will receive a Budget Options Worksheet and 12 Monthly Worksheets. The librarian (or another staff member) will use the Banker's Instructions Worksheet to introduce challenges throughout the game. After the Banker introduced the challenges for the first month, participants will go through the Budget Options worksheet to determine their starting points for each of the categories (Savings, Rent, Food, etc.) and adding the corresponding dollar or point value to the Monthly Worksheet. When all participants total up their dollar and point values for the month, the Banker will guide them through the challenges for the next month. Certain categories, such as Rent and Food, have notes that teens will need to pay attention to when making decisions from one month to the next.
 - B. After all 12 Monthly Worksheets have been completed, each participant will total up their savings and well-being points to determine if they reached the goal of \$450 in savings and well-being points of 96 or higher.
 - C. When the activity is finished, take some time to discuss it with participants. You may want to gauge if their confidence in creating and living on a budget increased, as well as ask if anything came up during the activity for which they weren't prepared. For instance, the penalty for overdue taxes may have helped bring home the concept of preparing for unexpected consequences.
 - D. At the end of the program, please have teens fill out the Adult 101 Post-program Survey.

BANKER'S INSTRUCTIONS

This is just a guideline. You may adapt as necessary to make it more or less challenging.

MONTH ONE: Player should create a budget, forecast their savings, and predict their social/mental well-being points.

MONTH TWO: Player should create a budget, forecast their savings, and predict their social/mental well-being points. Player earns \$5 interest on their savings.

MONTH THREE: Player should create a budget, forecast their savings, and predict their social/mental well-being. Player earns \$5 interest on their savings. Player is fined \$50 for a traffic ticket.

MONTH FOUR: Player should create a budget, forecast their savings, and predict their social/mental well-being. Player earns \$5 interest on their savings. Player receives a \$10 birthday gift.

MONTH FIVE: Player should create a budget, forecast their savings, and predict their social/mental well-being. Player earns \$5 interest on their savings. Player is fined \$100 for overdue taxes and must pay it using credit, which they will need to pay back.

MONTH SIX: Player should create a budget, forecast their savings, and predict their social/mental well-being. Player earns \$10 interest on their savings. Player must pay 25% of their debt, plus \$10 interest.

MONTH SEVEN: Player should create a budget, forecast their savings, and predict their social/mental well-being. Player earns \$10 interest on their savings. Player must pay 25% of their debt, plus \$10 interest.

MONTH EIGHT: Player should create a budget, forecast their savings, and predict their social/mental well-being. Player earns \$10 interest on their savings. Player must pay 25% of their debt, plus \$10 interest.

MONTH NINE: Player should create a budget, forecast their savings, and predict their social/mental well-being. Player earns \$20 interest on their savings. Player must pay the final 25% of their debt, plus \$10 interest.

MONTH TEN: Player should create a budget, forecast their savings, and predict their social/mental well-being. Player earns \$20 interest on their savings.

MONTH ELEVEN: Player should create a budget, forecast their savings, and predict their social/mental well-being. Player earns \$20 interest on their savings.

MONTH TWELVE: Player should create a budget, forecast their savings, and predict their social/mental well-being. Player earns \$20 interest on their savings. Player receives \$10 holiday bonus.

MONTHLY WORKSHEET

Month:	Savings (\$20, \$30, \$40)	\$
Income: \$300	Rent + Elect + Heat + Internet (\$55, \$70, \$85)	\$
Notes:	Food (\$40, \$60, \$80)	\$
	Car + Gas (\$25, \$30, \$40)	\$
	Clothes (\$20, \$30, \$40)	\$
	Cell Phone + Service (\$10, \$15, \$20)	\$
	Movies + Shows + Entertainment (\$5, \$10, \$15 / points 2, 4, 6)	\$ pts
	Eating Out + Coffee Shops (\$15, \$30, \$45 / points 2, 4, 6)	\$ pts
	Misc (\$10, \$20, \$30)	\$
	Debt Pay-off	\$
		<hr/>
		Budget Total: \$
		Savings Total
		(Forecasted Savings + Amount Left Over): \$
		Points Total:

	Savings (\$20, \$30, \$40)	\$
	Rent + Elect + Heat + Internet (\$55, \$70, \$85)	\$
	Food (\$40, \$60, \$80)	\$
Month:	Car + Gas (\$25, \$30, \$40)	\$
Income: \$300	Clothes (\$20, \$30, \$40)	\$
Notes:	Cell Phone + Service (\$10, \$15, \$20)	\$
	Movies + Shows + Entertainment (\$5, \$10, \$15 / points 2, 4, 6)	\$ pts
	Eating Out + Coffee Shops (\$15, \$30, \$45 / points 2, 4, 6)	\$ pts
	Misc (\$10, \$20, \$30)	\$
	Debt Pay-off	\$
		<hr/>
		Budget Total: \$
		Savings Total
		(Forecasted Savings + Amount Left Over): \$
		Points Total:

BUDGET OPTIONS WORKSHEET

Instructions: Choose one of the three money options listed for each category and create a budget, keeping within your income of \$300 per month. Pay attention to the notes on each category and get additional instructions from the banker as you start each new month.

SAVINGS

\$20 or \$30 or \$40

RENT + HEAT + ELECTRICITY + INTERNET

\$55 – This is roommate + walkup (no elevator) apartment. The wifi is intermittent and borrowed from neighbors or nearby coffee shops.

\$70 – This is studio apartment + elevator, with “OK” wifi (too slow for streaming).

\$85 – This is 1-bedroom apartment, plus a community pool and workout room and hi-speed wifi.

Note: Once you pick a rent amount, you can’t switch rent level until month 7.

FOOD

\$40 – You’re eating the most inexpensive foods you can find. Lots and lots of ramen, tuna casserole, and frozen pot pies.

\$60 – You can afford fresh veggies, plus a good protein dish (like chicken or beef or fish) for one meal each day.

\$80 – You’re buying your groceries from the luxe grocery store. All your favorites. All the best quality.

Note: If you eat at the \$40 level for 3 months in a row, you get sick and miss half your earnings for the following month.

CAR + GAS

\$25 – You have an embarrassing, unreliable car and you need to use alternative transportation half of the time.

\$30 – You have a boring, but reliable car.

\$40 – You have a reliable and NEW car.

CLOTHES

\$20 – one new item or \$30 – two new items or

\$40 – three new items

CELL PHONE + SERVICE

\$10 – You have the oldest smart phone with limited data – you can only send 100 texts each month.

\$15 – You have a boring cell phone, with reasonable data.

\$20 – You have the newest iPhone/Android, with reasonable data.

Note: You can’t switch plans until month 7.

MOVIES + SHOWS + ENTERTAINMENT

\$5 – You get rentals from the library and can see one movie in the theater.

\$10 – You can go to one music concert and one movie in the theater.

\$15 – You can go to two movies in the theater and one music concert.

Note: This category earns you Social/Mental Well-Being Points. \$5 is worth 2 points, \$10 is worth 4 points, and \$15 is worth 6 points.

EATING OUT + COFFEE SHOPS

\$15 – You eat two fast food meals each week.

\$30 – You eat two fast food meals each week, plus two restaurant meals each month.

\$45 – You eat 2 fast food meals each week, plus two restaurant meals each week.

Note: This category earns you Social/Mental Well-Being points. \$15 is worth 2 points, \$30 is worth 4 points, \$45 is worth 6 points.

MISCELLANEOUS

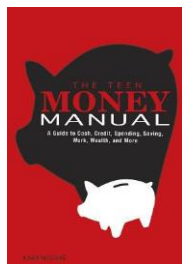
\$10, \$20, \$30

Note: This goes in order and repeats. \$10 in month one, \$20 in month two, \$30 in month three, then \$10 in month four and so on.

Goal: End with over \$450 in savings and Social/Mental Well-Being factor of 96 or higher.

SUGGESTED TITLES

Nonfiction



YA 332.024 MCGUIRE

The Teen Money Manual: A Guide to Cash, Credit, Spending, Saving, Work, Wealth, and More by Kara McGuire

ISBN: 9781623701352

Provides a comprehensive guide for teenagers to saving, spending, and earning money, and includes information on starting a business, preparing for interviews, opening a bank account, and purchasing car and property insurance.



YA 332.6320835 CURRIE

Teen Guide to Saving and Investing by Stephen Currie

ISBN: 9781682820865

Presents information and advice for teens about how to save money, covering credit unions, stock markets, and bonds and mutual funds.

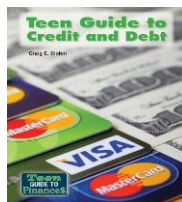


J 332.024 HOLYOKE

A Smart Girl's Guide: Money: How to Make It, Save It, and Spend It by Nancy Holyoke

ISBN: 9781609584078

A practical reference for young girls helps them identify personal spending styles while outlining strategies for earning money, saving funds, and making smart shopping choices as recommended through the advice of other girls.

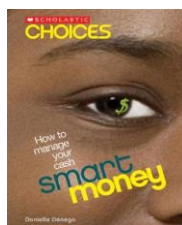


YA 332.743 BLOHM

Teen Guide to Credit and Debt by Craig E. Blohm

ISBN: 9781682820803

Presents information and advice for teens about how to budget and use money wisely, covering credit and debit cards and loans.

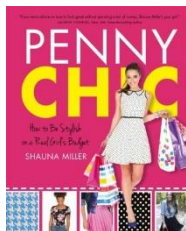


YA 332.024 DENAGA

Smart Money: How to Manage Your Cash by Danielle Denega

ISBN: 9780531188477

A hip guide to life that tackles the tough challenges kids face every day with cool quizzes, real-life stories, and practical advice about what hurts and what helps. In this series, teens will learn how the basics on handling money.

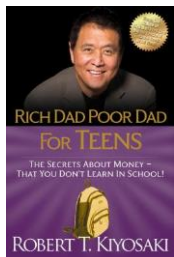


YA 646.3083 MILLER

Penny Chic: How to be Stylish on a Real Girl's Budget by Shauna Miller

ISBN: 9780316236560

A style guide for teen girls explains how to develop a personal style, shares budget-conscious tips for do-it-yourself projects, and explains how to get the most out of shopping at mainstream economy stores.

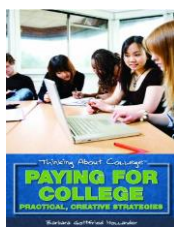


YA 332.02400835 KIYOSAKI

Rich Dad, Poor Dad for Teens: The Secrets About Money That You Don't Learn in School! by Robert T. Kiyosaki

ISBN: 9781612680309

A guide for teenagers encourages the development of responsible money skills, providing case examples, sidebars, and attitude recommendations that demonstrate how to achieve security in today's challenging job market.

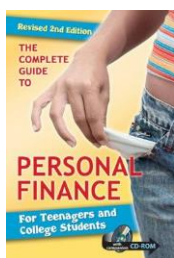


YA 378.38 HOLLANDER

Paying for College: Practical, Creative Strategies by Barbara Gottfried Hollander

ISBN: 9781435835993

Presents information and advice about paying for a college education, discussing the FAFSA form, loans, work-study programs, grants, scholarships, and how to choose an affordable college.

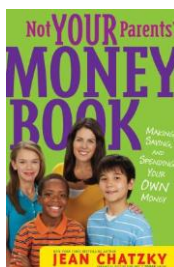


YA 332.024 BUTLER

The Complete Guide to Personal Finance: For Teenagers and College Students by Tamsen Butler

ISBN: 9781620230701

Readers will learn a variety of concepts that will help them to jumpstart their financial future and use money responsibly. Includes learning how to get and manage credit, how to make and stick to a budget, how to pay for college, and more.



YA 332.024 CHATZKY

Not Your Parents' Money Book: Making, Saving, And Spending Your Own Money by Jean Sherman Chatzky

ISBN: 9781416994725

Gives advice and insight to help teens increase their financial literacy and create the habits that will teach them how to make, save, and spend money for the rest of their lives.

Fiction

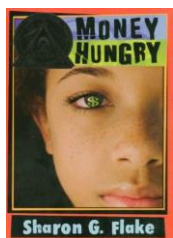


YA SMITH

Windfall by Jennifer E. Smith

ISBN: 9780399559372

Alice has never believed in luck, but that doesn't stop her from rooting for love. After pining for her best friend Teddy for years, she jokingly gifts him a lottery ticket--attached to a note professing her love. Then, the unthinkable happens: he actually wins.



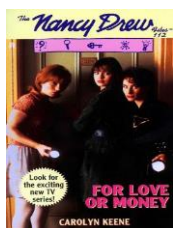
J FLAKE

Money Hungry by Sharon Flake

ISBN: 9781423103868

Thirteen-year-old Raspberry Hill is starved for money. She will do just about anything to get her hands on the it--wash cars, sell rotten candy, skip lunch, clean houses. Memories of being homeless keep Raspberry's eye on the only prize that matters to her: cash.

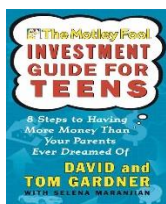
EBooks



For Love or Money by Carolyn Keene

ISBN: 9781481456296

One of River Heights's richest and most respected citizens, Charles Pierce, has fallen in love; he asked his beautiful and young housekeeper, Nila, to marry him, and his heirs fear getting cut out of his will. But Pierce now fears for Nila's life, and he asks Nancy to investigate the threat.



The Motley Fool Investing Guide for Teens by David and Tom Gardner

ISBN: 9780743234023

The Motley Fool Investment Guide for Teens helps teens stand out from the ho-hum mutual-fund crowd, build a portfolio of stocks they can actually care about, and take advantage of the investor's best friend -- time -- to watch their profits multiply.

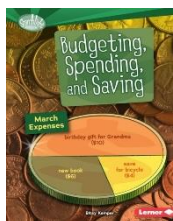


Don't Break the Bank published by Peterson's

ISBN: 9780768936483

This guide is for middle school and high school students who want--or need--to learn how to manage their money. It provides real-life advice from students as well as expert money-saving tips from financial experts.

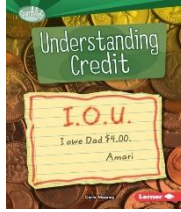
Audiobooks



Budgeting, Spending, and Saving by Bitsy Kemper

ISBN: 9781408885369

Ollie and Moritz might never meet, but their friendship knows no bounds. Their letters carry on as Ollie embarks on his first road trip away from the woods--no easy feat for a boy allergic to electricity--and Moritz decides which new school would best suit an eyeless boy who prefers to be alone.



Understanding Credit by Carla Mooney

ISBN: 9781512447781

It is easy to spend money when you have a credit card or a loan. But it is also easy to spend or borrow more than you can afford. How can you use credit responsibly? How can you avoid going into debt? Read this book to understand how credit works.

Databases

- Tax Information Page – Information on the California Franchise Tax board, the Internal Revenue Service (IRS), Volunteer Income Tax Assistance (VITA), MyFreeTaxes.com, and where to get tax forms and instructions
- Universal Class – Access course related to finance such as Personal Finance 101 and Understanding and Managing Your Personal Credit
- Gale Courses – Access courses related to finance such as Personal Finance, Keys to Successful Money Management, and Where Does All My Money Go?
- Lynda.com – Access lessons such as Personal Finance Tips, and Managing Your Personal Finances
- Khan Academy – Search under the Personal Finance category for lessons such as Saving and Budgeting, and Paying for College
- Gale Virtual Reference Library (search “budgeting” for several ebooks)